

Medical Aids Subsidy Scheme (MASS)
Community Aids
Equipment and
Assistive Technology
Initiative
(CAEATI) Guidelines

Version 2.00 April 2018

Overview

The Community Aids, Equipment and Assistive Technologies Initiative (CAEATI) is aimed at enabling people with disability to participate in social, recreational and leisure opportunities in their community.

CAEATI subsidy funding may be accessed to contribute towards a range of aids, equipment and assistive technologies that directly assist eligible applicants to participate in their community.

CAEATI has been developed to align with other Queensland Government agencies in providing aids, equipment and assistive technologies.

CAEATI is delivered by the Medical Aids Subsidy Scheme (MASS) unit in Queensland Health on behalf of the Department of Communities, Disability Services and Seniors (DCDSS). For further information see the MASS website: www.health.qld.gov.au/mass.

National Disability Insurance Scheme

The National Disability Insurance Scheme (NDIS) is rolling out across Queensland from 1 July 2016 to 30 June 2019. It is the new way of providing support for people with disability and is how Queenslanders with disability will receive their disability supports, including aids, equipment and assistive technologies, once the NDIS is rolled out in their location.

This means that in areas which are transitioning to the NDIS, CAEATI will no longer be available, rather people will apply for these types of supports from the NDIS.

For details about the NDIS rollout schedule go to www.communities.qld.gov.au/ndis

Purpose

CAEATI will enable people with disability to participate in their communities of choice by providing subsidies for a range of aids, equipment and assistive technologies.

CAEATI funding for each eligible applicant will not exceed \$10,000 over a three year period from the approval date of the first application. All subsequent applications will be subject to MASS approval processes as per the CAEATI guidelines.

Applicants who have exhausted their funding will not be eligible to re-apply for further CAEATI funding until this period has transpired.

CAEATI funding for each eligible applicant under Category 4 will not exceed funding of \$800 per three year period. This is capped at a maximum of \$500 for the first application and a maximum of \$300 for the second.

Principles

CAEATI will:

- Subsidise aids equipment and assistive technologies that enable community access
- Provide streamlined and equitable access to Disability Services eligible clients across Queensland
- Align closely with other government agencies to deliver an integrated service provision
- Ensure that Government funding optimises economies of scale and best possible value

Categories

CAEATI subsidy funding is provided within the following categories:

1. *COMMUNICATION SUPPORT*
2. *COMMUNITY MOBILITY*
3. *ACTIVE PARTICIPATION*
4. *PRESCRIBER SUBSIDY (to assist with the prescription and trial of equipment)*

Eligibility

Eligibility for CAEATI is aligned with the broader Department of Communities, Disability Services and Seniors (DCDSS) guidelines as set out in the Disability Services Act 2006. Further eligibility information is available from the DCDSS Eligibility Policy 2011 on the DCDSS website: www.communities.qld.gov.au/

All CAEATI applicants will need to have been deemed eligible through a DCDSS intake and assessment process prior to the submission of an application. Contact 13QGov (13 74 68) if you have not previously completed this eligibility assessment.

The eligibility criteria used during the DCDSS assessment process are:

Criteria 1—about the applicant

The person must be:

- *an Australian citizen, holder of a visa that gives permanent residency rights, or New Zealand citizen who arrived in Australia prior to 26 February 2001, AND*
- *a Queensland resident, AND*
- *under 65 at the time of lodgement of a CAEATI application.*

Criteria 2—about the applicant's disability

The person has a disability that is:

- *due to an intellectual, psychiatric, cognitive (including both congenital and acquired impairments), neurological, sensory or physical impairment (or combination of impairments) AND*
- *permanent or likely to be permanent (may or may not be of a chronic episodic nature).*

Criteria 3—about the applicant's support needs

The disability results in:

- *substantial reduction in capacity (in once or more of the following areas) for communication, social interaction, learning, mobility or self-care/management AND*
- *a need for ongoing specialist disability support.*

A CAEATI application will then be assessed on the basis of clinical need and compliance with these guidelines.

Being assessed as eligible to receive disability support does not mean that an individual will receive CAEATI funding.

Ineligibility

- CAEATI subsidies are not available to persons entitled to received assistance for aids, equipment and assistive technologies from other government funded programs, agencies or organisations, e.g. Job Active, Department of Veterans Affairs (as Gold Card Holders), the National Injury Insurance Scheme (NIIS). For more information on the NIIS go to: www.niis.qld.gov.au/
- As the NDIS rolls out across Queensland, people residing in transition locations will become ineligible to apply for CAEATI subsidies. The NDIS rollout schedule is available at www.communities.qld.gov.au/ndis. The following table shows the dates when CAEATI applications will be no longer be accepted in each location.

NDIS TRANSITION LOCATIONS	FINAL DATES FOR RECEIPT OF CAEATI AND VOSS APPLICATIONS
Townsville, Hinchinbrook, Burdekin, west to Mount Isa, and up to the Gulf	Closed
Mackay, Isaac and Whitsundays	Closed
Toowoomba and West to the Border	Closed
Ipswich, Lockyer, Scenic Rim and Somerset	Closed
Bundaberg	Closed
Rockhampton, Gladstone and West to the Borders	Closed
Logan and Redlands	Closed
Cairns, Cassowary Coast, Tablelands, Croydon, Etheridge, Cape York and Torres Strait	Closed
Brisbane North and Brisbane South	Closed
Fraser Coast, North Burnett, South Burnett and Cherbourg	Closed
Gold Coast and Hinterland	Closed
Strathpine, Caboolture, Sunshine Coast, Noosa and Gympie	30 September 2018

Note: People requiring equipment in the above areas after the listed dates, or if applications have closed, should contact the NDIS: <https://www.ndis.gov.au/>

Exclusions

- CAEATI subsidies will not be provided for aids, equipment and assistive technologies that are purchased prior to the application being approved by MASS.
- CAEATI will not be responsible for the ongoing care, repairs and maintenance of the equipment. It is recommended that applicants include the equipment on their home and contents insurance.
- CAEATI will not fund gap payments with MASS

Compensation Recipients

If an applicant has made a compensation claim or has received a compensation payment, the existing MASS arrangements apply. For information about these arrangements, contact MASS on phone number 1300 443 570 or Email: MASS-CAEATI@health.qld.gov.au

If an applicant has received a compensation payment they are required in accordance with Part 8 - Division 3 of the *Disability Services Act 2006* to inform DCDSS of the:

- type of compensation action taken, if action has been taken to claim an amount relating to the disability;
- amount and date of any settlement that has been paid; and
- amount that relates to future care; if part or all of the amount relates to future care.

Documentation that DCDSS requires to be completed by individuals or their nominated representatives in relation to this matter can be accessed from: <http://www.communities.qld.gov.au/disability/support-and-services/disability-information-and-support/policies/notification-about-compensation-relating-to-disability-form-8>

Other information

- Payment of approved CAEATI applications is made directly to the prescriber and supplier. The applicant will not receive direct payments from MASS.
- CAEATI will consider subsidising components of a wheelchair that enhance the use of this equipment in the community and are not funded by MASS
- The MASS/CAEATI Standing Offer Arrangement (SOA) is to be consulted when selecting a wheelchair or mobility scooter.
- If applicable, aids, equipment and assistive technology subsidised by CAEATI must meet relevant Australian Standards or equivalent.

Category 1 Communication support

Communication Support:	<ul style="list-style-type: none"> • <i>Will assist people with a disability to connect and exchange information with their communities of choice.</i>
Inclusions:	<p><i>These disability specific items may include but not be limited to:</i></p> <ul style="list-style-type: none"> • <i>Pragmatic Organisational Dynamic Display (PODD) communication books, applications and software that support communication</i> • <i>Communication devices that improve community participation in cyber communities</i> • <i>Computer applications, software and additions to computers which improve a person's ability to utilise the computer.</i>
Required Prescriber:	<ul style="list-style-type: none"> • <i>Speech Language Pathologist or Occupational Therapist for communication items.</i>

Category 2 Community mobility

Community Mobility:	<ul style="list-style-type: none"> • Will improve physical access by subsidising equipment that supports a person's ability to mobilise within their community.
Inclusions:	<p>These disability specific items may include but not be limited to:</p> <ul style="list-style-type: none"> • Wheelchairs for community access or recreation, all terrain buggies and strollers, powered scooters • Enhancements to mobility devices that improve their use outside the home environment • Portable ramps • Disability specific car seats and restraints.
Required prescriber:	<ul style="list-style-type: none"> • Physiotherapist, Occupational Therapist, Rehabilitation Engineer, Orientation and Mobility Instructor for visual aids only.

Category 3 Active participation

Active participation:	<ul style="list-style-type: none"> • Will support people with disability to be involved in a range of recreation activities that supports social inclusion and • Improves functional participation to interact within their community
Inclusions:	<p>These disability specific items may include but not be limited to:</p> <ul style="list-style-type: none"> • Equipment and assistive technologies that are uniquely designed and modified to enable a person with disability to participate in community based recreational activities of their choice, for example trikes and modified bikes • Items that can provide clear functional improvement during community activities such as postural garments (second skins), standers, supportive seating.
Required Prescriber:	<ul style="list-style-type: none"> • Physiotherapist, Occupational Therapist, Rehabilitation Engineer • Orientation and Mobility Instructor for visual aids only

Category 4 Prescriber trial and prescription

<p>Prescriber subsidy:</p>	<ul style="list-style-type: none"> • <i>Prescriber subsidy is a contribution to the cost of a registered therapist to assist the applicant in completing the CAEATI application process.</i> • <i>CAEATI provides subsidy funding of \$800 per 3 year period with a maximum of \$500 for the first application and \$300 for the second application.</i>
<p>Prescriber model</p>	<ul style="list-style-type: none"> • <i>CAEATI operates within a Prescriber Model, where a prescriber, in consultation with the applicant recommends assistive technologies that enable increased community participation.</i> • <i>The prescriber subsidy is only available for CAEATI applications. For MASS-CAEATI applications, the prescriber subsidy is only available for items requested through CAEATI</i> • <i>It is essential that the prescriber confirms the applicant's eligibility and only submits applications that comply with these guidelines.</i> • <i>Prescriber subsidies will not be paid if the application is not approved by MASS.</i> • <i>Once the funding limit has been reached, the prescriber will need to seek payment for any outstanding prescriber costs from the applicant.</i> • <i>Prescribers seeking payment for their services should confirm the source of payment with the applicant prior to assessment.</i> <ul style="list-style-type: none"> • <i>Complete a clinical assessment, identify goals and costs that will be incurred</i> • <i>Provide clinical justification to ensure the accuracy of the prescription that is included in the application</i> • <i>Ensure that the applicant is fully involved in the application process</i> • <i>Provide a tax quote with the client application for their services. (Please itemise quote with hourly fee, travel costs, assessment costs and reporting time).</i> • <i>Submit invoices with the completed acquittal form (ensuring that all parties sign form)</i>

Exclusions

The following are examples of excluded items. For further information about the exclusions contact MASS-CAEATI@health.qld.gov.au, answers will be provided via return email.

- Daily living aids – items that may primarily or directly support daily living activities regardless of where the support occurs, e.g. in the community (see Glossary for more information about daily living aids).
- Disability specific items that are used only at home, or primarily used in and around the home, e.g. portable shower commode
- Items that are intended for use or used for businesses or commercial purposes (paid employment) or in school age educational settings, with the exception of adult learning and volunteer environments.
- Non-disability specific items that are commercially available, e.g. personal computers, Tablets, iPads, computer hardware and internet access
- Items funded by other agencies, including the Commonwealth, and other State and Local Government Agencies, including gap payments
- Items less than \$100 each, including software applications
- Second items for the same functional goal, that is, duplicates of the same item for use at multiple locations or as a back-up, e.g. same style of postural support garment to wash and wear or standing frames
- Hoists (all types)
- Home modifications
- Vehicle purchases and modifications
- Medical and surgical items such as continence products, specialised clothing or shoes, prosthetic items
- Medical devices and equipment including equipment that is prescribed by a doctor, specialist or other health professional, e.g. a portable oxygen concentrator
- Consumable items, e.g. food and enteral nutrition items
- Short-term or temporary provision of items
- Software updates and/or recurring monitoring fees, e.g. subscription to a GPS tracking system and/or internet access
- Cost of therapeutic and sensory items and therapy services
- Personal training and gym memberships
- Insurance, extended warranties, maintenance and repairs to CAEATI funded items
- Standard household or personal items

CAEATI Application Process

CAEATI operates within a Prescriber Model, where a prescriber, in consultation with the applicant, recommends assistive technologies that enable increased community participation.

1. All CAEATI applicants must be deemed eligible through a DCDSS assessment prior to submitting an application. DCDSS will provide eligible applicants with a letter identifying a BIS number which is to be included in the application form. For re-application after the three year period, DCDSS eligibility remains current and does not need to be re-established.
2. The applicant selects a CAEATI prescriber for the category of aids, equipment and assistive technologies that the applicant is requesting, and works with the prescriber to complete the CAEATI application form. If a prescriber intends to submit a claim for the prescriber subsidy and is not a listed CAEATI-MASS prescriber they will need to contact MASS via MASS-CAEATI@health.qld.gov.au to obtain a CAEATI Prescriber Registration Form for completion.
3. Send all CAEATI applications together with one supporting quote and documentation to MASS-CAEATI@health.qld.gov.au
4. The applicant and prescriber/s will be notified when a determination has been made on the application. Should the applicant's CAEATI funding be exhausted and a co-payment be required, a statutory declaration will be forwarded to the applicant and a copy sent to the prescriber.

Note:

- If the prescriber subsidy funding for the applicant has been exhausted the prescriber will need to seek payment for their services directly from the applicant.
5. If the application is approved, a purchase order will be forwarded to the supplier/s and/or prescriber/s to confirm purchase. The supplier (vendor) must be set up as a vendor with MASS-CAEATI. All vendors with prior purchase orders from MASS will already be setup as a vendor for CAEATI. Suppliers not registered as a vendor with MASS-CAEATI will need to complete a Vendor Registration Setup Form available from MASS-CAEATI@health.qld.gov.au or telephone (07) 3136 3636.
 6. Upon delivery of services/equipment, the prescriber/s and supplier invoices must be submitted to MASS with the completed and signed MASS71 CAEATI Acquittal Form (located on the MASS Website at: www.health.qld.gov.au/mass/community-access). Invoices are paid only when MASS has received the MASS71 CAEATI Acquittal Form signed by all three parties. It is the prescriber's responsibility to ensure all relevant parties have signed this form.

Note:

- Payment to prescribers will only be made if the application is approved.
- Incomplete forms will be returned to the prescriber and will remain the property and responsibility of the prescriber until completed. This may result in processing and delivery delays for applicants.
- All CAEATI applications must follow the process outlined in these guidelines and be approved before funding is available.

Roles and Responsibilities:

MASS

- Provide a central point of information on the CAEATI process and applications
- Ensure easy access to all CAEATI stakeholders
- Monitor, appraise, approve application
- Arrange relevant subsidy payments
- Provide ongoing education opportunities for prescribers
- Seek appropriate professional advice to review applications
- Encourage continuous improvement to the CAEATI business process
- Develop, deploy, monitor and report on a set of key performance indicators.

Applicant/Carer

- Direct the CAEATI process including choice of prescriber
- Supply information as required to confirm DCCSDS eligibility
- Engage prescriber
- Select items from the CAEATI-MASS Standing Offer Arrangement where applicable
- Participate in the CAEATI process
- Agree to fund any gap after CAEATI subsidy funding
- Negotiate payment arrangements for the prescriber if the application is not successful.

Prescriber

- Confirm the applicant's eligibility and only submit an application that complies with these CAEATI guidelines for items that support an applicant's functional disability needs, not medical needs and are subsidised by CAEATI .
- Negotiate payment arrangements with the applicant if the application is not successful.
- Undertake training on the CAEATI process by reading these guidelines, liaising with MASS and attending webinar or information sessions when available
- Complete a professional assessment, identify goals and probable costs
- Discuss options with applicant including any further assessments that may be required
- Identify equipment from the MASS-CAEATI SOA, where applicable
- Complete relevant CAEATI documentation
- Invoice MASS upon completion of the successful application

CAEATI Glossary

Assistive Technology	<p>Any device or system that allows individuals to perform tasks they would otherwise be unable to do or increases the ease and safety with which tasks can be performed (1)</p> <p>There are two categories – one is medical devices and equipment and the other is disability equipment.</p> <p><i>(1) World Health Organisation, A glossary of terms for community health care and services for older persons, p.14 Geneva 2004</i></p>
CAEATI	Community Aids, Equipment and Assistive Technologies Initiative
Communities of Choice	Subset of communities for example, cyber and internet communities
Daily Living Aids	<p>Items that may primarily or directly support daily living activities regardless of where the support occurs, e.g. in the community. Examples of daily living aids include:</p> <ul style="list-style-type: none"> • Eating and dressing aids • Continence management, e.g. Leg bag openers • Daily living aids funded through MASS, i.e. bath boards, non-mobile commodes, bath transfer benches or similar purpose device, bath hoist, mobile shower commodes, mobile floor hoist, standing hoist, ceiling hoist, slings, and pressure redistribution mattresses. <p>For more information about daily living aids that are funded by MASS go to: https://www.health.qld.gov.au/mass/prescribe/living</p>
DCDSS	Department of Communities, Disability Services and Seniors
Disability specific equipment	<p>Items that are designed specifically for use by a person with disability that enables them to participate in activities where their ability to engage in their community of choice would otherwise be restricted.</p> <p><i>NB: This definition has been developed using definitions for assistive technology and products from the NDIS AT strategy, World Health Organisation and AS/NZS ISO 9999:2011.</i></p>
Intake & Assessment	Initial DCDSS intake and assessment of need
MASS	Medical Aids Subsidy Scheme

CAEATI Glossary cont...

Medical device	<p>An article, instrument, apparatus or machine that is used in the prevention, diagnosis or treatment of illness or disease, or for detecting, measuring, restoring, correcting or modifying the structure or function of the body for some health purpose.</p> <p><i>NB This definition has been developed using definition from World Health Organisation</i></p>
Medical equipment	<p>Medical equipment is used for the specific purposes of diagnosis and treatment of disease or rehabilitation following disease or injury; it can be used either alone or in combination with any accessory, consumable or other piece of medical equipment.</p> <p><i>NB This definition has been developed using definition from World Health Organisation http://www.who.int/medical_devices/definitions/en/</i></p>
PODD	<p>Pragmatic Organisation Dynamic Display is a means of selecting and organising symbols so that people with complex communication needs and their communication partners can communicate more easily. PODD is an example of Augmentative and Alternative Communication (AAC).</p>
Prescriber	<p>Prescribers are to be an allied health professional (occupational therapist, physiotherapist, rehabilitation engineer, speech pathologist or orientation and mobility instructor for visual aids only), who is registered with their respective professional body.</p>